

**Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** Chief, Personnel Division  
**FROM :** Acting Chief, Classification & Wage Admin. Branch  
**SUBJECT:** Classification Survey of NISB, CSC

DATE: 4 August 1950

**THE PROBLEM**

This Branch was requested to conduct a classification survey to determine whether or not the positions in the NIS Division warrant elevation to grades higher than now obtain, especially the position of Chief, Political-Economic Section, Editorial Branch, which was until recently occupied by [REDACTED]

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**FACTS RELATING TO THE PROBLEM**

1. The approved organisational pattern for the Editorial Branch, NIS Division as set forth in the CSC T/O (see Exhibit A) is as follows:

Editorial Branch	Chief GS-14
Geographic Section	Chief GS-13
Political-Economic Section	Chief GS-13
Military Section	Chief GS-13

2. The position descriptions of record, most of necessity, and do follow this organization; furthermore, the work responsibility pattern established by these descriptions was approved by Captain [REDACTED] the Deputy Assistant Director for CSC. It is as follows:

Chief, Editorial Branch GS-14,  
 Section Chiefs GS-13  
 Editors of difficult individual chapters GS-12  
 Editors of less difficult chapters or sections of chapters GS-11

3. The classification survey revealed that both the authorized organization as set forth in the T/O and the job descriptions have been ignored in practice. (See Exhibit B) All work assignments and work review is done by the Chief, Editorial Branch. The personnel occupying Section Chief positions do not function as such.

4. The classification survey further revealed that the position descriptions did not describe accurately the work to be performed in the Branch, nor were properly allocated in terms of other positions in this Agency and the State Department which were cited to us as comparable. (See Exhibit B)

5. To restructure the positions as they are now functioning would be a violation of the established organization.

**RECOMMENDATION**

1. That the entire problem posed by the findings be discussed with the Personnel Director since he is interested specifically in the [redacted]

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2. That since this is primarily and in the first instance a management problem our findings be referred to CME with the suggestion that the organization question will have to be resolved prior to any classification action, but also apprising that office of finding No. 4.

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The above recommendations are concurred in by this office and the Personnel Director. The matter must be referred to CME and Management for early solution.

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Since the State Department jobs on NIS were ceded to the writer, the following comparison is made between the CIA positions and the State Department positions:

- GS-15 Chief, National Intelligence Survey Division
- GS-14 Deputy Chief, " " "
- GS-14 Chief, Editorial Branch
- GS-13 Section Chief, Editorial Branch

- GS-15 State Department Representative on the NIS Inter-Agency Coordinating Committee, who has the same authorities committee-wise as has the Chief, National Intelligence Survey Division, CIA, except that the latter serves as Chairman; is the top person in State Department responsible for program planning for State's participation; and has authority to commit State Department to any degree of action on NIS.
- (A) GS-14 Divisional Coordinators, one for each of the 4 State Department Intelligence Areas of the world, who report directly to the GS-15 positions above, and are responsible for providing overall and continuing direction and supervision of all research and other activities involved in the Division's NIS responsibilities. This includes organizing and implementing NIS work in the Division; providing advice and guidance on all aspects of NIS research, procedures, relationships; assuring validity of interpretation, adequacy, balance, conclusions and quality of presentation of all Division prepared reports; ensuring production schedules are met; approving all NIS production developed by the Division; providing advice and guidance to other agencies contributing to NIS for which State is coordinator; coordinates and integrates such contributions into State's products; engages with the GS-15 State Department Chief of NIS in developing basic policies for the discharge of State Department's participation in NIS; determining the production capabilities of the Division and recommending appropriate program schedules, etc., engaged in planning intelligence procurement programs designed to meet NIS needs; etc.

While on the surface it may appear inequitable that State Department should have four GS-14's while CIA, the coordinating outfit, has only 2 (Deputy Division Chief and the Chief, Editorial Branch), it is pointed out that State Department is responsible for producing 3 chapters out of the 6 substantive NIS Chapters produced (Chapter I being a Brief), and State Department itself has budgeted for approximately 274 persons on the NIS program, not to mention those on the NIS program in the various non-IAC agencies who feed material to State Department, as against CIA National Intelligence Survey Division strength of 54.

(cont'd)

numbers relatively immaterial, significant only as they indirectly reflect the scope of the program

arise from this fact, however, the State Department responsibilities are stronger than the CIA Section Chief positions, in that the State Department Coordinator positions are those of program planners, expeditors, coordinators, and reviewers; whereas the Section Chief positions, CIA, are principally reviewers of finished material submitted by the IAC agencies to determine that the HIB outline has been properly applied, that the production is rendered in a professional manner and timed at the proper level of reader, that the terminology is proper, and that the production will serve the purpose for which intended. The Section Chief positions are further responsible for interpreting the HIB Standard Instructions when required by the agencies or as a result of review of their product, and engaging in liaison with contributors on any discrepancies noted in their product. It will be noted that the accuracy of information presented in the HIB is the responsibility of the contributing agency, and that all HIBs are reviewed by the regional or functional divisions, CIA, to confirm accuracy of information.

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